TORQ Analysis of Purchasing Managers to Storage and Distribution Managers

INPUT SECTION:											
Transfer	Tit	le			O* NE	T	Filter	S			
From Title:	Pu	rchasin	g Mana	gers	11-3	061.00	Abilitie	es: Impo	rtance Lev	/eL:	Weight: 1
To Title:		rage a nagers	nd Distr	ibution	11-3	071.02	Skills:	Impo	rtance Lev	eL:	Weight: 1
Labor Market Area:	Ma	Maine Statewide					Know	ledge: Impo	rtance Lev	vel:	Weight: 1
OUTPUT SECTION:											
Grand TORQ: 89						89					
Ability TORQ				Skills TORQ				Knowledge	TORQ		
Level			96	Level			81	Level			90
Gaps To I	Narrow	if Possi	ble	Upgra	de Thes	e Skills		К	nowledg	e to Ad	d
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Leve	I Ga _l	Impt
Selective Attention	44	3	53	Management of Personnel Resources	68	20	80	Customer and Personal	7	1 1	0 81
			Monitoring	74	21	76	Service				
					Active 59 3 75 Listening						
				Listening							
					63	1	78				





Experience & Education Comparison								
Related Work Experience Comparison			Required Edu	ucation Level Compa	arison			
Description	Purchasing Managers	Storage and Distribution Managers	Description	Purchasing Managers	Storage and Distribution Managers			
			Doctoral	0%	O%			
10+ years		3% 7%	Professional Degree	0%	0%			
8-10 years		0% 19%	Post-Masters Cert	0%	0%			
6-8 years		0% 2%	Master's Degree	2%	0%			
4-6 years	75%	8%		0%	0%			

	2-4 years	11%	58%
ı	1-2 years	0%	0%
	6-12 months	0%	2%
ı	3-6 months	9%	0%
ı	1-3 months	0%	0%
ı	0-1 month	0%	0%
ı	None	0%	0%

1 OOL DUGITORO OOL			
Bachelors	44%		38%
AA or Equiv	46%		3%
Some College		2%	13%
Post-Secondary Certificate		4%	0%
High Scool Diploma or GED		0%	43%
No HSD or GED		0%	0%

Purchasing Managers

Storage and Distribution Managers

Most Common Educational/Training Requirement:

Bachelor's or higher degree, plus work experience

Work experience in a related occupation

Job Zone Comparison

4 - Job Zone Four: Considerable Preparation Needed A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

3 - Job Zone Three: Medium Preparation Needed Previous work-related skill, knowledge, or experience is

required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Tasks

Purchasing Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems -Analyzing information and evaluating results to choose the best solution and solve problems.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.
- Getting Information Observing, receiving, and otherwise obtaining information from all relevant sources.

Specific Tasks

Occupation Specific Tasks:

· Administer online purchasing systems.

Storage and Distribution Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems -Analyzing information and evaluating results to choose the best solution and solve problems.
- Getting Information Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Specific Tasks



- Analyze market and delivery systems to assess present and future material availability.
- · Arrange for disposal of surplus materials.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- · Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and hire staff, and oversee staff training.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- · Maintain records of goods ordered and received.
- · Participate in the development of specifications for equipment, products or substitute materials.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- · Represent companies in negotiating contracts and formulating policies with suppliers.
- · Resolve vendor or contractor grievances, and claims against suppliers.
- · Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.

Detailed Tasks

Detailed Work Activities:

- analyze market conditions
- analyze market or delivery systems
- assign work to staff or employees
- communicate technical information
- · conduct market research
- conduct or attend staff meetings
- develop purchasing policies or procedures
- develop records management system
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain administrative services

Occupation Specific Tasks:

- Advise sales and billing departments of transportation charges for customers' accounts.
- Arrange for necessary shipping documentation, and contact customs officials to effect release of shipments.
- Arrange for storage facilities when required.
- Confer with department heads to coordinate warehouse activities, such as production, sales, records control, and purchasing.
- Develop and document standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials.
- Develop and implement plans for facility modification or expansion, such as equipment purchase or changes in space allocation or structural design.
- Evaluate freight costs and the inventory costs associated with transit times to ensure that costs are appropriate.
- Evaluate locations for new warehouses and distribution networks to determine their potential usefulness.
- Examine invoices and shipping manifests for conformity to tariff and customs regulations.
- Examine products or materials to estimate quantities or weight and type of container required for storage or transport.
- · Inspect physical conditions of warehouses, vehicle fleets and equipment, and order testing, maintenance, repair, or replacement as necessary.
- Interview, select, and train warehouse and supervisory personnel.
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
- Negotiate with carriers, warehouse operators and insurance company representatives for services and preferential rates.
- Participate in setting transportation and service rates.
- Plan, develop, and implement warehouse safety and security programs and activities.
- Prepare and manage departmental budgets.
- Prepare or direct preparation of correspondence, reports, and operations, maintenance, and safety manuals.
- Respond to customers' or shippers' questions and complaints regarding storage and distribution services.
- Review invoices, work orders, consumption reports, and demand



procedures mandar

- maintain records, reports, or files
- manage inventories or supplies
- monitor consumer or marketing trends
- negotiate business contracts
- order or purchase supplies, materials, or equipment
- oversee execution of organizational or program policies
- purchase office equipment or furniture
- recommend purchase or repair of furnishings or equipment
- use appraisal techniques in purchasing
- use cost benefit analysis techniques
- use inventory control procedures
- use knowledge of sales contracts
- use negotiation techniques

Technology - Examples

Calendar and scheduling software

Scheduling software

Charting software

• Microsoft Office Visio

Data base management system software

Oracle DBMS

Data base reporting software

• Business Objects Crystal Reports

Data base user interface and query software

- Corel Paradox
- Database software
- Microsoft Access

Electronic mail software

- IBM Lotus Notes
- Microsoft Outlook

Enterprise resource planning ERP software

- Bowen & Groves M1 ERP
- Enterprise resource planning ERP software
- Epicor Vantage ERP
- Lawson M3 Supply Chain Management software
- Oracle JD Edwards EnterpriseOne
- Oracle PeopleSoft
- SAP software

Financial analysis software

- forecasts to estimate peak delivery periods and to issue work assignments.
- Schedule and monitor air or surface pickup, delivery, or distribution of products or materials.
- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Track and trace goods while they are en route to their destinations, expediting orders when necessary.

Detailed Tasks

Detailed Work Activities:

- adhere to safety procedures
- analyze operational or management reports or records
- analyze organizational operating practices or procedures
- answer customer or public inquiries
- · arrange delivery schedules
- · assign work to staff or employees
- call on customers to solicit new business
- · communicate technical information
- · conduct or attend staff meetings
- confer with other departmental heads to coordinate activities
- develop maintenance schedules
- develop policies, procedures, methods, or standards
- develop safety regulations
- direct and coordinate activities of workers or staff
- ensure compliance with government regulations
- evaluate information from employment interviews
- evaluate performance of employees or contract personnel
- examine documents for completeness, accuracy, or conformance to standards
- hire, discharge, transfer, or promote workers
- inspect products or systems for regulatory compliance
- inspect property to determine damages
- · interview job applicants
- investigate customer complaints
- · maintain safe work environment
- measure, weigh, or count products or materials
- monitor facilities or equipment
- negotiate business contracts
- orient new employees
- oversee execution of organizational or program policies



• Oracle PeopleSoft Enterprise Financial
Management Solutions

Internet browser software

Web browser software

Inventory management software

Inventory management software

Materials requirements planning logistics and supply chain software

• Material requirement planning MRP software

Office suite software

Microsoft Office

Point of sale POS software

• Point of sale POS software

Presentation software

Microsoft PowerPoint

Procurement software

- Ariba Spend Management Suite
- Automated purchase order software
- Bottomline Technologies Bottomline Sprinter Purchasing Manager
- Purchasing software
- PurchasingNet eProcurement

Project management software

- Microsoft Project
- Primavera Systems SureTrak Project Manager

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word
- Word processing software

Tools - Examples

- 10-key calculators
- Desktop computers
- Personal computers

- prepare reports
- provide customer service
- purchase property management or maintenance equipment or supplies
- resolve customer or public complaints
- schedule air or surface pickup, delivery, or distribution of product
- schedule facility or property maintenance
- schedule work to meet deadlines
- use conflict resolution techniques
- use negotiation techniques
- use oral or written communication techniques
- use weighing or measuring devices in transportation
- write administrative procedures services manual
- write business correspondence

Technology - Examples

Analytical or scientific software

- Integrated Decision Support Netwise Enterprise
- Integrated Decision Support Netwise Frontline
- QUALCOMM QTRACS
- QUALCOMM ViaWeb

Compliance software

Scanlon Associates LogPak

Data base user interface and query software

Microsoft Access

Flectronic mail software

Microsoft Outlook

Enterprise resource planning ERP software

• Enterprise resource planning ERP software

Graphics or photo imaging software

· Graphics software

Inventory management software

- Aljex Inventory
- DSA Foxware Warehouse Management
- International Business Systems software
- Logility Voyager WarehousePRO
- MRA Technologies MRATrack Warehouse Management System
- Sentai Pinpoint

Label making software



• ABOL Manifest Systems

Materials requirements planning logistics and supply chain software

- Cadre Technologies Cadence Warehouse Management System
- Catalyst International CatalystConnect
- IBM i2 Transportation Manager
- Integrated Decision Support Corporation Netwise Supply Chain
- Integrated Decision Support Corporation Swap Advice
- IntelliTrack Warehouse Management System
- Radio Beacon WMS
- RedPrairie DLx Warehouse
- SSA Global Warehouse Management System WMS
- Supply chain event management software
- TECSYS EliteSeries
- TECSYS PointForce Enterprise

Office suite software

• Microsoft Office

Presentation software

• Microsoft PowerPoint

Project management software

- HighJump Software Warehouse Advantage
- Infosite Technologies DM Warehousing
- Sentai WarehouseTrac

Spreadsheet software

• Spreadsheet software

Time accounting software

 WorkForce Software EmpCenter Time and Attendance

Word processing software

Word processing software

Tools - Examples

- Barcoding labels
- Barcoding scanners
- Desktop computers

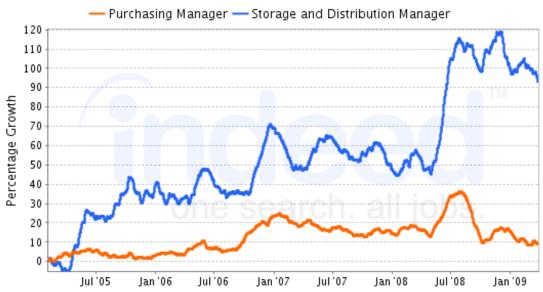


- Digital cameras
- Forklifts
- Wireless communication and satellite positioning tools
- Cell phones
- Laptop computers
- Personal computers
- Personal digital assistants PDA
- Radio frequency handheld terminals
- Radio frequency identification RFID devices
- Global positioning systems GPS

	Labor Market Com	parison	
Description	Purchasing Managers	Storage and Distribution Managers	Difference
Median Wage	\$ 72,560	\$ 62,270	\$(10, 290)
10th Percentile Wage	\$ 46,340	\$ 40,840	\$(5,500)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 88,750	\$ 82,310	\$(6, 440)
90th Percentile Wage	\$105,800	\$102,600	\$(3, 200)
Mean Wage	\$ 74,700	\$ 68,620	\$(6,080)
Total Employment - 2007	330	710	380
Employment Base - 2006	343	701	358
Projected Employment - 2016	349	736	387
Projected Job Growth - 2006-2016	1.8 %	5.0 %	3.2 %
Projected Annual Openings - 2006-2016	11	25	14

National Job Posting Trends	
Trend for Purchasing Managers	Trend for Storage and Distribution Managers





Data from Indeed

Recommended Programs

Public Administration

Public Administration. A program that prepares individuals to serve as managers in the executive arm of local, state, and federal government; and that focuses on the systematic study of executive organization and management. Includes instruction in the roles, development, and principles of public administration; the management of public policy; executive-legislative relations; public budgetary processes and financial management; administrative law, public personnel management; professional ethics; and research methods.

Address	City	URL
46 University Dr	Augusta	www.uma.maine.edu/
46 University Dr	Augusta	www.uma.maine.edu/
23 University Drive	Fort Kent	www.umfk.maine.edu
	Orono	www.umaine.edu/
	46 University Dr 46 University Dr	46 University Dr Augusta 46 University Dr Augusta 23 University Drive Fort Kent Orono Orono Orono

Public Administration and Services, Other

Public Administration and Social Service Professions, Other. Any instructional program in public administration and services not listed above.

Institution	Address	City	URL
University of Southern Maine	96 Falmouth St	Portland	www.usm.maine.edu

Aeronautics/Aviation/Aerospace Science and Technology, General

Aeronautics/Aviation/Aerospace Science and Technology, General. A program that focuses on the general study of aviation and the aviation industry, including in-flight and ground support operations. Includes instruction in the technical, business, and general aspects of air transportation systems.

No schools available for the program

Aviation Management

Aviation/Airway Management and Operations. A program that prepares individuals to apply technical knowledge and skills to the management of aviation industry operations and services. Includes instruction in airport operations, ground traffic direction, ground support and flightline operations, passenger and cargo operations, flight safety and security operations, aviation industry regulation, and related business aspects of managing aviation enterprises.

No schools available for the program

Business/Commerce, General

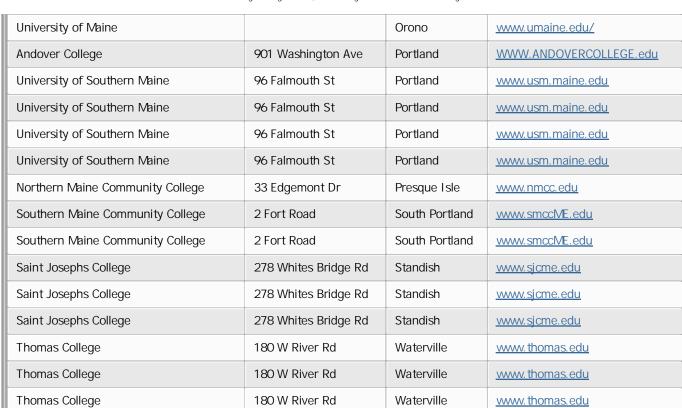
Business/Commerce, General. A program that focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), business organization, and accounting as used in profit-making and nonprofit public and private institutions and agencies. The programs may prepare individuals to apply business principles and techniques in various occupational settings.

Institution	Address	City	URL
Beal College	99 Farm Road	Bangor	bealcollege.edu
University of Maine at Farmington	224 Main St	Farmington	www.umf.maine.edu
University of Maine at Fort Kent	23 University Drive	Fort Kent	www.umfk.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
University of Maine at Presque Isle	181 Main St	Presque Isle	www.umpi.maine.edu
Thomas College	180 W River Rd	Waterville	www.thomas.edu

Business Administration and Management, General

Business Administration and Management, General. A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.

Institution	Address	City	URL
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
Central Maine Community College	1250 Turner St	Auburn	www.cmcc.edu
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
University of Maine at Augusta	46 University Dr	Augusta	www.uma.maine.edu/
Eastern Maine Community College	354 Hogan Rd	Bangor	www.emcc.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
Husson College	One College Circle	Bangor	www.husson.edu
Beal College	99 Farm Road	Bangor	<u>bealcollege.edu</u>
University of New England	11 Hills Beach Rd	Biddeford	<u>WWW.UNE.EDU</u>
Wasington County Community College	One College Drive	Calais	www.wccc.me.edu
University of Maine at Machias	9 O'Brien Ave	Machias	www.umm.maine.edu
University of Maine		Orono	www.umaine.edu/
University of Maine		Orono	www.umaine.edu/



Logistics and Materials Management

York County Community College

Logistics and Materials Management. A program that prepares individuals to manage and coordinate all logistical functions in an enterprise, ranging from acquisitions to receiving and handling, through internal allocation of resources to operations units, to the handling and delivery of output. Includes instruction in acquisitions and purchasing, inventory control, storage and handling, just-in-time manufacturing, logistics planning, shipping and delivery management, transportation, quality control, resource estimation and allocation, and budgeting.

Wells

www.yccc.edu

112 College Drive

No schools available for the program

	Maine Statewide Promotion Opportunities for Purchasing Managers								
O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings	
11-3061.00	Purchasing Managers	100	4	330	\$72,560.00	\$0.00	2%	11	
11-3051.00	Industrial Production Managers	88	4	690	\$72,560.00	\$0.00	-12%	24	
11-1021.00	General and Operations Managers	88	4	8, 490	\$77,050.00	\$4, 490.00	-5%	209	
13-2052.00	Personal Financial Advisors	86	3	360	\$94,100.00	\$21,540.00	10%	13	
11-2022.00	Sales Managers	86	4	1,310	\$72,720.00	\$160.00	3%	32	

76

75

5

4

29-1051.00

17-2072.00

Pharmacists

Electronics Engineers,

Except Computer



1,190

210

\$112,550.00

\$76,420.00

\$39,990.00

\$3,860.00

22%

-26%

46

4

Top Industries for Storage and Distribution Managers							
Industry	NAICS	% in Industry	Employment	Projected Employment	% Change		
Federal government, excluding postal service	919999	8.18%	7,687	7,267	-5.47%		
General freight trucking	484100	7.31%	6,875	7,777	13.11%		
Warehousing and storage	493100	5.90%	5,551	7,414	33.57%		
Management of companies and enterprises	551100	5.66%	5,322	6,135	15.28%		
Local government, excluding education and hospitals	939300	4.83%	4,542	5,102	12.34%		
Couriers	492100	4.11%	3,862	4,150	7.46%		
Grocery and related product wholesalers	424400	3.41%	3,203	3,503	9.35%		
Freight transportation arrangement	488500	3.38%	3,180	4,031	26.76%		
Specialized freight trucking	484200	2.57%	2,418	2,724	12.64%		
Self-employed workers, primary job	000601	2.55%	2,400	2,557	6.54%		
Rail transportation	482100	1.86%	1,751	1,507	-13.94%		
Scheduled air transportation	481100	1.65%	1,553	1,715	10.41%		
State government, excluding education and hospitals	929200	1.52%	1,429	1,402	-1.87%		

Professional and commercial equipment and supplies merchant wholesalers	423400	1.13%	1,063	1,239	16.57%
Wholesale electronic markets and agents and brokers	425100	1.12%	1,055	1,197	13.48%

Top Indus	stries for l	Purchasing	g Managers		
Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	11.78%	8,188	9,439	15.28%
Federal government, excluding postal service	919999	4.94%	3,433	2,921	-14.92%
Local government, excluding education and hospitals	939300	3.37%	2,346	2,372	1.10%
Self-employed workers, primary job	000601	2.75%	1,910	2,034	6.54%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.55%	1,773	1,697	-4. 26%
Aerospace product and parts manufacturing	336400	2.50%	1,739	1,772	1.84%
General medical and surgical hospitals, public and private	622100	2.12%	1,471	1,628	10.71%
Research and development in the physical, engineering, and life sciences	541710	1.92%	1,333	1,423	6.69%
Grocery and related product wholesalers	424400	1.92%	1,336	1,460	9.35%
Semiconductor and other electronic component manufacturing	334400	1.91%	1,328	1,161	-12.59%
Motor vehicle parts manufacturing	336300	1.58%	1,095	785	-28.35%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.45%	1,009	1,059	4.91%
Residential building construction	236100	1.32%	916	1,031	12.61%
Plastics product manufacturing	326100	1.22%	849	900	6.00%
Electrical and electronic goods merchant wholesalers	423600	1.20%	837	986	17.90%